## **Motion for Compensation Filing Instructions**

- 1. Go to: **Bankruptcy** > **Motions**/**Applications**
- 2. Enter the case number, click NEXT.
- 3. Select the Motion type: **Compensation**, click NEXT.
- 4. Answer the Question: Is the Application for Compensation for ONLY yourself?

## if the application is not only for yourself:



- if the applicants include the **Attorney for Trustee**, place a check mark in this box

Next

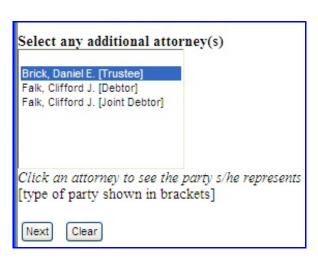
Clear

Motion for Compensation:

Place a check in this box if the applicants include the <u>Attorney for Trustee or any attorney</u>

Joint filing with other attorney(s).

- select the Attorney for Trustee and any other applicant that is an Attorney

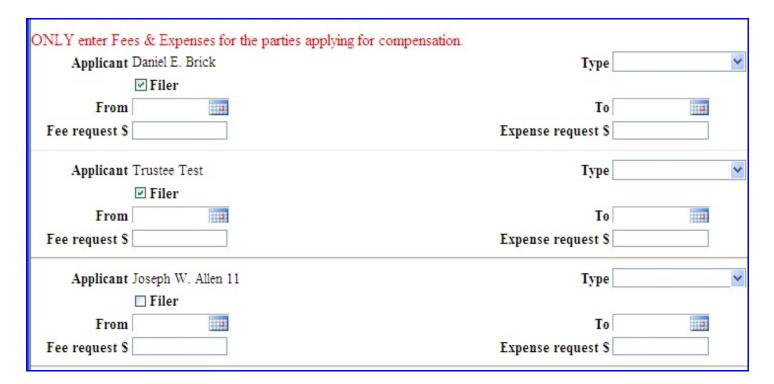


## **Select the Party screen:**

- select all other applicants, except yourself. CM/ECF assumes that the person that logs in is an applicant

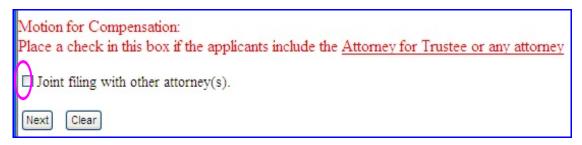


- attach the pdf of the motion
- the attorneys and parties you selected will appear in the format below.
  - The <u>filer of the motion</u> will always appear on this screen, only enter fees & expenses if the <u>filer</u> is also applying for compensation, otherwise, leave blank.
  - "Type" MUST be selected for each applicant. 'Type' is the role of the applicant.
  - enter the dates for services rendered.
  - enter the Fee & Expense Amount under each applicant
  - enter zeros [0.00] if appropriate.



## if the application is only for yourself:

- Do Not place a checkmark in this box:



- you MUST select a Type. 'Type' is the role of the professional seeking compensation.
- enter the dates for services rendered
- enter the Fee & Expense Amount
- enter zeros [0.00] if appropriate

